2012 School Immunizations Catch-up Program

Registration Procedure

1. Students **under** 18 must be accompanied by a parent/guardian.
2. Student presents with form from School Nurse indicating which vaccine(s) are needed and MCHD’s Registration form/Screening Questionnaire.
   1. If student does not have any paperwork, look up student on school nurse report. If found, give the parent/guardian the Questionnaire.
   2. If student does not have paperwork and he/she is not found on the school nurse report, notify Operations Manager or Facility Liaison who will decide student’s status.
3. Ensure Registration form/Screening Questionnaire is filled out **completely.**
4. According to what vaccinations the School Nurse says is required, date the appropriate VIS and give to student.
   1. Children in **Grade 7** may receive: **Varicella (chicken pox), Tdap, Meniningococcal (MCV4)**
   2. Children in **Grades K-6** and **8-12** can receive: **Varicella only**
5. Send student to Traffic staff.

Lane Procedure

1. Ensure Questionnaire is filled out completely.
2. Send student to Nurse.

SIIS Procedure

1. Look up client in SIIS.
2. Preview Vaccination history to ensure student has not received varicella recently. Refer to the cheat sheet that shows how the vaccines can be entered
   1. Varicella
      1. VAR
      2. MMRV
   2. Tetanus, Diphtheria, acellular Pertussis
      1. Tdap
      2. Td
   3. Meniningococcal
      1. MCV4
3. Update address and phone number. Enter gender and health plan.
4. Enter vaccination(s) appropriately in SIIS.
5. On Questionnaire, check injection site.
   1. If student previously received the vaccination as shown in SIIS, check the box (“previously received”) and write in the date the student received the vaccination.